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**Request for City Council Committee Action  
From the Department of  
Operations & Regulatory Services**

Date May 5, 2002  
To Public Safety & Regulatory Services Committee  
Referral to Ways & Means/Budget Committee

**Subject Mississippi Watershed Management Organization Grant Acceptance  
Fund Appropriation to Environmental Management**

**Recommendation**

Approve accepting the Mississippi Watershed Management Organization Grant for the amount of \$200,000 for staffing services and appropriate these funds to Environmental Management, Department of Operations and Regulatory Services:  
fund/agency/org for revenue use 0600-835-8396-3720-01  
fund/agency/org for expenditure use 0600-835-8396-5130-07

Prepared or Submitted by: Thomas Frame, Supervisor, Environmental Management, 673-5807  
Approved by: John Bergquist, Asst. City Coordinator, Department of Operations & Regulatory Services

Presenters in Committee: Bill Anderson, Deputy Director, Environmental Services  
Thomas Frame, Supervisor, Environmental Management

**Financial Impact** (Check those that apply)

☐ No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)

- ☐ Action requires an appropriation increase to the Capital Budget  
☒ Action requires an appropriation increase to the Operating Budget  
☒ Action provides increased revenue for appropriation increase  
☐ Action requires use of contingency or reserves  
☐ Other financial impact (Explain):

☐ Request provided to the Budget Office when provided to the Committee Coordinator

**Community Impact** (use any categories that apply)

Neighborhood Notification  
City Goals  
Comprehensive Plan  
Zoning Code  
Other

**Background/Supporting Information Attached:**

At the January 15<sup>th</sup>, 2002, Board of Commissioners meeting of the Mississippi Watershed Management Organization (MWMO) \$200,000 payment was authorized to the City of Minneapolis for payment of staffing services and support to be administered through Minneapolis Environmental Management.

**Attachments:**

- Draft minutes of the action taken
- Support material for staffing needs for the MWMO

# **Mississippi Watershed Management Organization**

250 South Fourth Street - Room 414

Minneapolis, MN 55415

Tel (612) 673-5897

Fax (612) 673-2635

**Meeting Minutes:** January 15, 2002 Conference Room 333, Minneapolis City Hall, 1 p.m. - 3 p.m.

**Commissioners in Attendance:** Joe Biernat, Amy Sparks, Karen Gill-Gerbig, Karlyn Eckman, Jon Olson, Marie Hauser-alternate

**Staff and Guests:** Tom Frame, Alison Fong, Brian Steves, Jim Forsyth, Rachel Ramadhyani, Mike Kimble, Doug Snyder, Jeff Lee, Anne Weber, Jane Onorati, Corey Conover, Chuck Lutz, Guy Fischer, Laura Lambert, Tim David

The meeting was called to order at 1:05 p.m.

**Approval of Agenda:** Moved by Commissioner Sparks. Motion for approval of the agenda was passed unanimously.

**Approval of Commission Minutes from November 15, 2001:** Moved by Commissioner Sparks. Motion for approval of the minutes was passed unanimously.

**JCA and Bylaws:** Tom Frame presented the draft JCA amendments and Bylaws as approved at the last meeting. The watershed's attorney, Corey Conover, had no major comments to report from his review of the draft JCA amendments and Bylaws. Commissioner Eckman suggested that "At a minimum" be added to the beginning of Article VI Subdivision 11 of the JCA.

Motion: Add "At a minimum" to the beginning of Article VI Subdivision 11 of the JCA.  
Moved by Commissioner Biernat and passed unanimously.

Motion: The Board of Commissioners of the MWMO approves the JCA amendments and forwards them on to Members for their consideration. Further, the Board approves the Bylaws.  
Moved by Commissioner Gill-Gerbig and passed unanimously.

**Permanent Staffing:** Laura Lambert from the Management Analysis Division in Minneapolis presented their report on the watershed's future organizational structure. The report was done at the request of Operations and Regulatory Services in Minneapolis. Several options for staffing were presented with the pros and cons of each option.

Motion: The Board of Commissioners of the MWMO authorizes Minneapolis Environmental Management to hire those staff necessary to provide support to the Board and implement the Board's policies and directives, keeping in mind the concerns of the Board. Further the Board authorizes payment to the City of Minneapolis of \$200,000 in 2002 to provide these staffing services. Staff is to keep the Board closely updated on the process before reporting back at the May meeting.  
Moved by Commissioner Biernat and passed unanimously.

**Citizen Advisory Committee:** Tom Frame presented the proposal that the MWMO use the Citizens Environmental Advisory Committee (CEAC) as its official citizen advisory group. Guy Fischer from CEAC spoke about how the committee is organized and the types of issues that come before the group.

Motion: The Board of Commissioners of the MWMO recognizes the Citizens Environmental Advisory Committee as the official citizen advisory group for the MWMO Board of Commissioners.  
Moved by Commissioner Gill-Gerbig and passed unanimously.

**Capital Project Update:** Mike Kimble, Rachel Ramadhyani, and Chuck Lutz gave an update on the Riverview Supper Club site. The MPRB is still negotiating to purchase the site. The MPRB is looking at several possible funding sources including using MWMO funds for the Upper River capital projects.

**Next Meeting Date:** Tuesday, May 21, 2002, from 1 p.m. - 3 p.m. in Conference Room 333, Minneapolis City Hall. Staff will correspond with Commissioners to finalize.

The meeting was adjourned at 3:10 p.m.

## **MWMO STAFF STRUCTURE PROPOSAL**

### **Watershed Project Coordinator**

- Development, implementation and oversight of capital improvement projects in each of the four Member communities.
- Communication/liaison with Member communities, their elected councils, staff and citizens.
- Coordination with the U.S. EPA, Corp of Engineers, BWSR, DNR, MPCA, Met Council and counties, including grant opportunities and new water quality rules & regulations.
- Management of the watershed's finances including all accounts, payments and audits.
- Represents the watershed at meetings, conferences and before the media.
- Serves as Board staff, preparing agendas, minutes, contracts and reports as required.
- Updates and revises the Joint and Cooperative Agreement, Watershed Management Plan and Bylaws as directed by the Board.

### **Watershed Resource Coordinator**

- Develops and implements watershed public education, stewardship and education programs.
- Coordinates activities of the watershed with other metropolitan watershed organizations.
- Serves as the watershed's representative on the Twin Cities Metro Watershed Network, the Watershed Partners, Friends of the Mississippi River and all other resource focused nongovernmental environmental organizations.
- Serves as the point of contact for neighborhood associations, community organizations and citizens regarding the watershed.
- Develops and implements best management practices, including ordinances and engineering techniques, throughout the watershed working closely with member communities.
- Responsible for computer systems including GIS applications for resource management and internet website development.
- Responsible for implementing nonpoint pollution prevention programs, integrated flood planning and new federal and state water quality regulations.

### **Clerical Support**

- Provides administrative support to the two watershed coordinators and the Board of Commissioners.
- Maintains all records and files consistent with state and federal requirements.
- Responds to all requests for information from the public.